



# TOWN OF JEROME

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## MINUTES

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, APRIL 15, 2014 AT 3:00 P.M.

<p><b>ITEM #1:</b></p>	<p><b>CALL TO ORDER/ROLL CALL</b></p> <p>Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.</p> <p><i>Mayor Check called the meeting to order at 3:03 p.m.</i></p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Nikki Check, Vice Mayor Lew Currier and Councilmembers Bill Phinney and Anne Bassett. Councilmember Randall Hunt was absent.</i></p> <p><i>Other staff in attendance at roll call included Public Works Director Dwain Dement, Head Librarian Kathleen Jarvis, Fire Chief Rusty Blair, Finance Director Rebecca Cretti, Utility Clerk Peggy Tovrea and Deputy Town Clerk Rosemarie Shemaitis.</i></p>
<p><b>ITEM #2:</b> <b>3:04 pm</b></p>	<p><b>TOWN ENGINEER'S UPDATE</b></p> <p>Town Engineer Richard Aldridge will update Council regarding the progress of the Cleopatra Hill water tank refurbishment project, and the cost overruns associated therewith. He will also provide information regarding the recent loss of water in the Sunshine Hill water tanks.</p> <p><i>Mr. Aldridge explained that the tank project is almost done but it is about 13% over the projected cost and it has primarily addressed just one of the two tanks. We are currently around \$28,000 over the bid price, he said, and Ms. Gallagher is trying to find funds in the budget to cover it. He explained that they had to do lead abatement and shut down the work twice because of dangerous conditions. There were problems with the roof truss structure and they had to do extra sandblasting. Mr. Aldridge said that there is no more welding to be done and there are no more hidden conditions that they are aware of; however, there are some corrosion problems with the upper 18" of the tank that could create additional costs.</i></p> <p><i>Councilmember Phinney asked how much has been spent so far. Mr. Aldridge responded that we have spent about \$250,000. Vice Mayor Currier asked if there had been any comment by NACOG representative Isabel Rollins. Mr. Aldridge replied that she has been kept in the loop and is okay with everything.</i></p> <p><i>Councilmember Bassett asked if the second tank was usable without any work done to it. Mr. Aldridge confirmed that the second tank is usable and is being used – the tank they are working on was the worst of the two. He added that the problems they encountered working on the first tank have given them a better idea of what to expect when we work on the second tank, and they have more accurate information for a future bid.</i></p> <p><i>Mayor Check asked if there is any update on the leakage from the Sunshine Hill water tanks. Mr. Aldridge responded that Mr. Dement and Chief Blair have been working on isolating the lines to determine where the leak might be and they found a leak near the 300 Level parking area, but it is not related to the Sunshine Hill leak.</i></p> <p><i>Mr. Dement explained the process they are using to locate the leak from the tanks. He said that, in one week, they have dug up about 400 feet of line and have another 800 feet to go. They think that the leak is between the valve and the tanks. He added that everyone in Bell Land has plenty of water, and there is water for fire suppression.</i></p> <p><i>There was discussion as to where the water might be leaking – if it is over a fissure, the water could be leaking straight down, which could explain why they haven't found any damp areas.</i></p> <p><i>Jane Moore asked if any of the lines that go beyond the Bell area and the State Park feed to other properties. Mr. Dement responded that they do not. Ms. Moore asked if they had gotten that far in their digging. Mr. Dement replied that they are currently digging near the railroad bed, which is where they think the leak is.</i></p>

	<p>There was discussion regarding what type of equipment could be used to determine where the leak is. Contract Wastewater Operations Manager Henry MacVittie suggested a stethoscope-type of equipment and Steve Knowlton, a part-time Jerome resident, suggested a camera. Someone will be looking into both of those options.</p> <p>Chief Blair assured all that there is overflow. The two tanks on Sunshine Hill and the one tank on Cleopatra Hill are full, he said, and all three are fully operational.</p> <p>Vice Mayor Currier expressed his concern that time is of the essence in finding this leak.</p>
<p><b>ITEM #3:</b> <b>3:25 pm</b></p>	<p><b>JEROME PUBLIC LIBRARY</b></p> <p>Barbara Kile and other representatives of the Yavapai Library Network will discuss with Council upcoming changes in the services provided by the County to the Jerome Library.</p> <p>Ms. Kile, Yavapai County Free Library District Director, introduced the other representatives from the YLN: Corey Christians, Yavapai County Library Manager; Jim Mullins, the Library's IT technician; and Pricilla Phelps, Office Manager and Financial person.</p> <p>Ms. Kile said that they will be explaining some of the history of the library district, the formula that is used for the incorporated cities and towns and the transition. She said that right now, there is a library service agreement, which is like an IGA but with the library district, and, two years ago, a library support agreement was signed by the incorporated cities and towns. There are now five County Supervisors, and last year, she had to present to them how the Library District is run. They looked at incorporated cities and towns and unincorporated areas, and had to make a distinction. For the last two years, she said, they have been trying to transition Clarkdale and Jerome to this.</p> <p>Mr. Christians distributed handouts and gave a presentation<sup>1</sup> explaining the services provided by the Yavapai County Free Library District (YCFLD). One of the points he made was that everybody, whether in incorporated or unincorporated areas, must pay a library tax, which is what supports the library district.</p> <p>It was also explained that every library in the consortium must share their materials. Ms. Jarvis and library staffer Kelly Roberge ferry library materials to and from Prescott for dissemination to the other libraries.</p> <p>Councilmember Bassett opined that these upcoming changes are unfair to Jerome and said that she would elaborate at the end of his presentation. Mr. Christians responded that they are there to address Council's concerns.</p> <p>Mr. Christians went on to explain that half of the funding that is divided between every library is based on assessed real estate property values in the county. Ms. Gallagher asked if the population numbers had been recalculated. She said that, at a meeting with county library staff, she had pointed out that including unincorporated areas with their adjoining towns increased the numbers unfairly in some incorporated towns. Mr. Christians assured Ms. Gallagher that they had made those adjustments and are now <u>not</u> including unincorporated areas with the incorporated cities and towns. The population numbers now include only the population within in the city limits of incorporated areas.</p> <p>Mr. Christians noted that they had tried to find a fair balance for all. In the proposed library contributions for the next fiscal year, Jerome would receive \$19,356. He said that the Jerome Library is going to be transitioning from a library that had special treatment to one that receives the same treatment as the other municipalities in the district.</p> <p>Mr. Christians said that the library support agreement must be signed by the end of this fiscal year and then Jerome will have the same agreement as the rest of the municipalities. The distribution will be determined by the incorporated libraries formula. Our library will then become entirely responsible for materials acquisition, collection development, materials processing, supplies and technology support. However, Mr. Christians said, the Library District will help with technology support by contracting out those services to us at a rate where they won't make any money but will be able to ensure that the Jerome Library can maintain its current technology. It also helps the Library District's mission and vision, he said. If the Jerome Library enters into the support agreement, he added, it will keep all of its current software.</p> <p>Mr. Mullins explained the Jerome network configuration, which consists of five computers for customer use and two computers for staff use. He checks the Jerome server once a week to ensure that it is performing as it should.</p>

<sup>1</sup> The County's presentation is included at the end of these minutes.

Councilmember Bassett opined that the new website is less user friendly – it takes too long. When ordering a book, she said, it doesn't let you know if there is a copy in our own library, and it doesn't let you know if the author has passed, which the old website did.

Mr. Christians responded that technology keeps moving forward, and when things are updated, there is a greater gap between the new and old technology. He said that they do not have enough money and staff time to take care of those issues.

Mayor Check emphasized that the Jerome library isn't just about the books and other materials; it is also a technological resource and provides access to the internet. She commented that many people go online to pay bills and do other basic things, and that is not accounted for in the District's usage calculations – they are only looking at the books that are taken out. She said that she would be happy to draft a letter asking that technology use be something that the County looks at when they are addressing the budget.

Mr. Christians said that he would take her comments under advisement and see how they could make that work, but he doesn't know how they would be able to measure usage or track it without great expenditure. There was discussion regarding tracking usage by the number of people that come in or by the number of log-ins, but tracking either way would be difficult and would likely not give anything close to an accurate count. Mr. Christians said that there is tracking software, but it is really expensive.

Councilmember Bassett stated that Jerome's library should be reclassified back to a branch library, and noted that Jerome has less than one-fourth of the population that would be required now to allow incorporation. She asked that they please take into consideration that the other libraries in unincorporated areas have larger populations than the Town of Jerome, and noted that it was volunteers who stepped up and saved the Town and the Jerome Civic Center, which houses the library. Ms. Bassett said that to expect the Town of Jerome to step up and support the library as if there were 2,000 residents here working to support it is not tenable.

Mr. Christians acknowledged that the residents of Jerome have done an amazing job stepping up and making sure that everything has worked as well as it has.

Ms. Bassett noted that in this town of 444 people, we fulfill over 100 volunteer positions. Mr. Christians said that that is amazing and that, proportionately, it is incredible. He said that they agree with her regarding the population, which is why it represents only 5% of the formula, but, he said, they have to treat all fairly and look at it from a countywide perspective. They have tried to define fairness with the formula – this is how they see "fair" for every library in the county. They have tried adjusting the numbers one way or the other and it skews everything.

Regarding going back to branch status, Mr. Christians stated that Jerome never had branch status; it has always been an affiliate because it is incorporated. He said that whether Jerome could be incorporated or not by today's standards does not impact the way they have to view it – the fact is, Jerome is incorporated.

Councilmember Bassett asked who is next in the chain of command that could make such a decision. Mr. Christians said that would be the Board of Supervisors and they are the ones who have given this directive. Ms. Kile said that this has been discussed with all the Supervisors, with Dewey-Humboldt "being the wildcard."

Ms. Gallagher, referencing Dewey, said that she noticed that, since she and Ms. Jarvis met with the Library District staff, Jerome's contribution has been reduced by about \$650, which she sees is because Dewey-Humboldt was "added to the pie." Ms. Gallagher asked if that means that the county is not going to be running their library. Ms. Kile confirmed that Dewey-Humboldt had been added to the formula and explained that the circumstances there were unusual because they pay the county to manage their library, so the contribution they would receive from the county would be subtracted from what they would pay the county and they would pay the balance.

Ms. Cretti asked how the property tax affects this. Mr. Christians replied that the property valuation is 50% of the formula. Ms. Cretti commented that that is high, and asked how growth in an area that can have growth affects that. Mr. Christians replied that, if you are going on the basis of population, it is not by very much, but if you are going on the basis of property values increasing, then their property values would increase at a greater amount than other areas, and they would start to see increases in how much money they get.

Ms. Cretti then asked if growth would, then, basically increase their money. Ms. Kile responded that she doesn't know whether it is just growth – existing property values could increase also. Mr. Christians added that it is also dependent on the number of houses and their value.

	<p>Ms. Kile said, "So that's Jerome – we cannot grow, we only have houses that are there."</p> <p>Mayor Check commented that Jerome could annex houses that are currently in the county. She then thanked Ms. Kile and the others for listening to the comments made by Council and added that there may be more, but at this time, she would like to discuss Jerome's technology budget (page 28 of the presentation).</p> <p>Mr. Christians explained the four different technology service tiers (shown on page 27 of the presentation). Ms. Jarvis said that she discussed this with her staff and they determined that they would only need the Tier 2 level of service, which would include 25 hours of service for \$1,250 per year. Ms. Gallagher asked Mr. Christians to confirm that if they reach the 25 hours of Tier 2 they could roll over to Tier 3 if necessary. He responded that that is correct.</p> <p>Mr. Christians said that they will also install replacement hardware parts that the Library purchases elsewhere.</p> <p>Mayor Check asked Ms. Gallagher about the budget impact of these changes. Ms. Gallagher responded that, according to the information presented, the impact would be about \$5,685 unless we have to purchase hardware, which is an unknown factor.</p> <p>Mayor Check asked if we have been paying for our membership and Ms. Kile responded that the County has been paying that. Councilmember Bassett noted that if certain charges for Blue Socket and Deep Freeze could be prorated over three years it would reduce this year's cost by \$386.</p> <p>Mayor Check thanked Ms. Kile and the others for providing the information that they did – it has given Council some insight into YLN's process, she said, and she hopes that they will keep in contact.</p> <p>Ms. Jarvis commented that she can provide more detailed information regarding the software, materials and processes used by the Jerome Public Library.</p> <p>The Mayor said that Council will be discussing this further during the upcoming budget sessions.</p> <p>Ms. Kile said that they would be happy to come back to provide more information.</p>
<p><b>ITEM #4:</b> <b>4:18 pm</b></p>	<p><b>APPEAL TO COUNCIL REGARDING DEMOTION</b></p> <p>Council will hear an appeal by Abe Stewart regarding his demotion from Captain to Lieutenant by the Executive Board of the Jerome Fire Department, and may take action on the appeal by either affirming the decision of the Executive Board, disaffirming the decision of the Executive Board or remanding the matter back to the Executive Board for further consideration.</p> <p>Mayor Check announced that this item is no longer required per Town Attorney Bill Sims. He had explained in a letter that proper open meeting law procedures were not followed during the meeting of the Executive Board of the Jerome Volunteer Fire Department where the demotion took place, so the decision made by the Executive Board is null and void.</p> <p>Ms. Gallagher read Mr. Sims letter aloud, and stated that she will work with the Jerome Volunteer Fire Department to educate them regarding the requirements of the Open Meeting Law.</p> <p>Mayor Check commented that if any of the other Boards would benefit from this training, they should also be included.</p>
<p><b>ITEM #5:</b></p>	<p><b>ADJOURNMENT</b></p> <p>Upon motion by Councilmember Bassett, seconded by Vice Mayor Currier and unanimously approved, the meeting was adjourned at 4:21 p.m.</p>

Edited by Town Manager/Clerk Candace Gallagher from minutes taken and transcribed by Deputy Town Clerk Rosemarie Shemaitis.

APPROVE:

ATTEST:

\_\_\_\_\_  
Nikki Check, Mayor

\_\_\_\_\_  
Candace B. Gallagher, CMC, Town Manager/Clerk

Date: \_\_\_\_\_